

<Sample Letter>

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

Hello,

I am writing to you because you have been identified as a student who earned three or more credits in a career and technical education career cluster or program of study in high school. We hope you are doing well and are interested in your current pursuits. Please update us by completing and returning the attached Career and Technical Education (CTE) Concentrator Follow up Survey **on or before <date>**. The information that you provide, along with information provided by your classmates, will be used to measure the success of our CTE programs.

Thanks so much for your cooperation!

Sincerely,



**SAMPLE CAREER AND TECHNICAL EDUCATION CONCENTRATOR FOLLOW UP  
SURVEY**

(Complete and return this survey by <date>)

Did you graduate from high school? \_\_\_\_\_ Yes (Year of Graduation \_\_\_\_\_) OR \_\_\_\_\_ No

Please indicate your **current** status by checking **all** items that apply:

\_\_\_\_\_ Postsecondary Education/Advanced Training: Enrolled in community college, Tennessee College of Applied Technology (TCAT), four-year college/university, apprenticeship, private cosmetology school, or private technical school.

***If you are enrolled in any of the above institutions, continue by providing the following information:***

Name of Institution: \_\_\_\_\_

Major or course focus: \_\_\_\_\_

List remedial courses taken (if any) or N/A if not applicable: \_\_\_\_\_

\_\_\_\_\_ List all early postsecondary credits used (if any) or N/A if not applicable: \_\_\_\_\_

\_\_\_\_\_ List all postsecondary certifications or licenses awarded (if any) or N/A if not applicable: \_\_\_\_\_

\_\_\_\_\_ Military  
Branch: \_\_\_\_\_

\_\_\_\_\_ Employed  
Employer: \_\_\_\_\_  
Job title: \_\_\_\_\_

\_\_\_\_\_ None of the Above

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Is what you are currently doing related to your area of career and technical concentration in high school?

\_\_\_\_\_ Yes, it is related to my concentration of \_\_\_\_\_  
\_\_\_\_\_ No, it is not related to my concentration. My current field or area of concentration is \_\_\_\_\_

My current contact information is:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Optional: Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_